

# Registration Contact Meeting

Summer Camp 2024  
Lost Pines Scout Reservation

March 7, 2024



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# Introduction

- **Ron Settele**  
Director of Support Services  
[ron.settele@scouting.org](mailto:ron.settele@scouting.org)  
(972) 822-0984
- **Scouting Volunteer starting in 2004 (ASM, SM, District Committee)**
  - Attended seven (7) Summer Camps, eight (8) Winter Camps
  - Philmont, Northern Tier, and Sea Base high adventure treks
- **Scouting Professional since 2013**
  - Circle Ten Council – District Executive, Camp Director at Camp Constantin
  - Capitol Area Council – Field Director, Director of Support Services



# My Objectives

1. Make pre-camp preparation as pain-free as possible.
2. Ensure camp check-in experience is quick and painless.

**Lost Pines Scout Reservation**  
Home of the tallest climbing tower in  
the state of Texas!



# Agenda

- Introduction
- Waitlist Processing
- Payment Schedule
- Participant Roster
- Merit Badge Scheduling and New Offerings
- Older Scout Program Opportunities
- Paperwork... Paperwork... Paperwork...
- Other References/Forms
- Advancement
- Key Dates



# Waitlist Processing

- Fair as possible
- More of an art than a science
  - Is it a new reservation or an addition to an existing one?
  - Is it for a youth or an adult?
  - Are there enough adults to provide “adequate supervision”?
  - Is movement to a different week possible?
- Good news is that we are able to accommodate most requests



# Payment Schedule

- \$25 non-refundable deposit due at time of registration
- Window for first payment (\$175) is March 23<sup>rd</sup> through April 21<sup>st</sup>
- Window for second payment (\$150) is April 22<sup>nd</sup> through May 23<sup>rd</sup>
- Late Fee of \$25 applied after May 24<sup>th</sup>



# Participant Roster

- **Update Participant Information Now**

- Participant Name
- Gender
- Birth Date
- Dietary Needs – Gluten-Free, Poultry Only, or Vegetarian
- Cell Phone (for Adult Participants)

- **Roster Clean-Up**

- Before first payment is made, drop unnamed/unwanted slots
- To drop participants, go to <https://www.bsacac.org/refund-policy/>



# Merit Badge Scheduling

- **Distribute “2024 Summer Camp Program Schedule” to each scout**
  - Have scouts circle their preferred classes
  - Have scouts coordinate with their friends before turning them in to you
- **Opens April 15<sup>th</sup> at 8:00 a.m., not 12:00 a.m.**
- **Click “Update Information”, then “Select Classes”**
  - If the merit badge is displayed, space is available
  - Remember, some merit badges are “double classes”
- **Program Supply Fees**
  - Rifle Shooting - \$10
  - Shotgun Shooting - \$30

Online merit badge scheduling closes on May 17<sup>th</sup> at midnight. After that date, contact [ron.settele@scouting.org](mailto:ron.settele@scouting.org) or (972) 822-0984 to make adjustments.





# New Merit Badge Offerings

- American Cultures
- American Heritage
- Animal Science
- Pulp and Paper



The **Camp Tom Wooten Cabin** anchors the Living History program area.



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# Older Scout Program Opportunities

- **SCUBA merit badge, with PADI Open Water Certification - \$400**
  - 13 years and older with PADI Open Water Certification – maybe some adults, too
- **ATV Safety Course - \$50**
  - 14 years and older
- **Challenging Outdoor Personal Experiences (COPE)**
  - Low and high elements
  - 14 years and older



# Paperwork... Paperwork... Paperwork...

- Membership Validation - Troop Roster from [my.scouting.org](https://my.scouting.org)
- Youth Protection Validation – YPT Aging Report from [my.scouting.org](https://my.scouting.org)
- Annual Health and Medical Record, Parts A, B, and C – all participants
  - In a three-ring binder
  - One section for adults, one for youth
  - Alphabetized, please
- BSA Swimmer classifications for all participants

**From BSA Guidelines:**

The AHMR should not be scanned, stored, or sent electronically except as specifically directed for a BSA national event such as the national jamboree or NOAC.



# More Paperwork...

- Texas Youth Camps Health and Safety Act Form **MUST** be submitted to [564roster@scouting.org](mailto:564roster@scouting.org), for all adults, by May 17, 2024.

Leaders will not be allowed to enter camp unless their sex offender database inquiries and criminal background checks have been completed. No exceptions!

- Certificate of Insurance (out-of-council units only)

**Texas Youth Camps Safety and Health Act FORM**

On April 16, 2020, the state of Texas passed into law new regulations that affect the Texas Youth Camps Safety and Health Act (Title 26, Part 1, Chapter 265, Subchapter B, Rule 265.12(f)(1)(E)(g)). This new rule affects all licensed youth camps in the state of Texas and became effective June 1, 2020. For the Boy Scouts of America and the Capital Area Council to comply with the new state law on protecting our youth camp participants we must require each leader to provide the items listed below. Your understanding and assistance in this important matter is greatly appreciated.

For every adult aged 18 and older who will be attending camp for even one day must provide the following information. This act requires all adult volunteers to undergo a criminal background check. By submitting this form, you are authorizing a criminal background check. This check will be made from public record sources. You will have an opportunity to review and challenge any adverse information disclosed by this check.

Troop #:	Camp Session:	
Full Legal Name:		
Address:		
City:	State:	ZIP:
DOB:	Cell Phone:	
Email:		
Signature:	Date:	

Please answer the following questions:

- Do you use illegal drugs?  YES  NO
- Have you ever been convicted of a criminal offense? (If yes, explain on back)  YES  NO
- Have you ever been charged with child neglect or abuse?  YES  NO
- Has your driver's license ever been suspended or revoked? (If yes, explain on back)  YES  NO

Other than the above, is there any fact or circumstance involving you, or your background, that would call into question your being entrusted with the supervision, guidance, and care of youth? (If yes, explain on back).

Character references:

1.	Cell Phone:
2.	Cell Phone:
3.	Cell Phone:

Submit this form to Capital Area Council by May 15<sup>th</sup> via email ([564roster@scouting.org](mailto:564roster@scouting.org)), or mail to 12500 North M-35, Austin, TX 78753.

<b>OFFICE USE ONLY</b>	
Date Received _____	
Date Approved _____	
Approved By _____	Title _____



# Other References/Forms

- Leader Guide v1.3
- Program Schedule – Merit Badges and Programs (Coming soon!)
- T-Shirt Order Form
- ATV Program Participation and Hold-Harmless
- Medical Stuff
  - Annual Health and Medical Record
  - Pre-Event Medical Screening Checklist
  - Unit Health Screening
  - Unit Medication Log

LOST PINES  
SCOUT RESERVATION



SUMMER CAMP  
2024 LEADER GUIDE

Version 1.3



## Lost Pines Camp Apparel!

### Pre-order your Summer Camp T-shirts!

Your order will be waiting for you at the Trading Post!

5-ounce, 100% polyester jersey knit, moisture-wicking, anti-odor properties!



Size	Quantity
Youth M	
Youth L	
Adult S	
Adult M	
Adult L	
Adult XL	
Adult 2XL	
Adult 3XL	



\$19.99 plus tax

Unit Contact	Contact Email	Contact Phone
Council	Summer Camp Week	Unit #

Complete, scan and email this form to [CACShop@scouting.org](mailto:CACShop@scouting.org) or call the Capitol Area Council

Scout Shop at (512) 617-8630 to place your order.

Payment MUST be made over the phone or in person. **NO EXCEPTIONS.**

Orders must be placed, and paid for, before May 17, 2024.



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# Advancement

- **Best effort is made to update attendance and requirements completion in Black Pug on a daily basis**
- **Data entry of all attendance and requirements completion logs will be double-checked after all weeks of summer camp have been completed**
- **Log into Black Pug and pull the Unit Advancement Summary**
  - Shows attendance for each Scout by merit badge
  - Shows merit badge requirements completed for each Scout
- **Export files for Scoutbook and Troopmaster are available on Black Pug**
- **If something doesn't look right, email me.**



# Key Dates for Summer Camp 2024

Date	Details
December 1, 2023	Registration opens
March 23, 2024	First Payment window opens
April 15, 2024	Online merit badge selection opens at 8:00 a.m.
April 22, 2024	Second Payment window opens
May 15, 2024	Texas Youth Camps Health and Safety Act Form due
May 17, 2024	Online merit badge selection closes
May 24, 2024	Registration closes
May 24, 2024	Late Fee applied (\$25) for those not fully paid
June 2, 2024	Summer Camp Week 1 starts
June 9, 2024	Summer Camp Week 2 starts
June 16, 2024	Summer Camp Week 3 starts
June 23, 2024	Summer Camp Week 4 starts



**Thank You!**  
**Let's go to camp!**



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